

POSITION: Principal – Centre for Christian Studies

ROLE OF PRINCIPAL:

The principal, with direction from Central Council and in cooperation with the staff team, will ensure the overall effectiveness of the Centre for Christian Studies in fulfilling its mission by:

1. Offering visionary leadership – carrying the vision and driving its examination.
2. Instilling and preserving a diaconal perspective in the program and identity of CCS.
3. Collaborating with staff and volunteers to provide programmatic and administrative leadership.
4. Being engaged in the ethos of Emergence Christianity.
5. Working as a member of the program staff team, maintaining an overview of and participating appropriately in program planning, development, and teaching.
6. Working collegially and in partnership with other staff engaged in the administrative, educational, and relational aspects of the organization.
7. Supporting staff, students and volunteers, recognizing that each one has a shared responsibility for the welfare of the whole community.
8. Acting as a resource and administrative support to Central Council and its committees.
9. Being available to undertake tasks and duties identified by Central Council.
10. Offering leadership in budget planning, financial management and reporting.
11. Representing CCS and its interests in churches, in relationships with other theological schools, in other institutions and to the broader public.
12. Actively recruiting new students.
13. Contributing to the development of CCS policies and operational procedures to meet the needs of students, staff, and community and denominational partners.
14. Working with Central Council and its committees to develop and implement organizational plans, including goals, outcomes, and benchmarks.
15. Ensuring the continuity of a strong staff team through effective searching, selection, training, development and evaluation as required.
16. Tracking long-range planning goals and guiding staff through them as they are implemented.

OTHER EXPECTATIONS:

At this particular time in the history of the Centre for Christian Studies, the principal would ideally have the following competencies:

1. Flexibility in times of change and/or transition.
2. Experience in a relationship-building approach to fund development.

3. The ability to be responsive to non-traditional, transitional theological movements.
4. Experienced in creative ways of teaching, including online teaching.
5. A willingness to continue and revitalize the international components of the program.

RESPONSIBILITIES:

The principal oversees and participates in all areas of the life of the Centre.

The following responsibilities reflect the diverse and enlivening role the principal shares with all who learn and serve at the Centre for Christian Studies.

1. Program 25%

- Provide oversight of CCS programs, admissions and graduation.
- Participate in program implementation, including planning, development, student advising, field orientations, teaching, responding to student assignments, reporting to denominational bodies as required.
- Attend Program Committee meetings as required to work on emerging program needs, church requirements, to suggest program changes, innovations, alterations, or to recommend updates to program policies.
- Initiate or respond to partnering opportunities with other theological institutions and denominations as they arise.
- Ensure that the programs and student records are appropriately documented.
- Ensure that current information about the availability of external courses is gathered and shared with students and staff.
- Receive student appeals as outlined in the Appeals Policy.
- Participate in planning for and attend the Annual Service of Celebration and honouring of CCS Companions.
- Take an active part in program revision and evaluations as they emerge.

2. Fund Development, Relationship Building and Student Recruitment 20%

- Share CCS's goals and needs with the development coordinator as they prepare development plans.
- Be involved with fund development activities planned by the development coordinator and the Development Working Group.
- Write blogs or reflections for *Common Threads* (monthly e-newsletter) or *Tapestry* (three times a year print publication).
- Promote an active online dimension to the program for use by students, staff and program staff.
- Be involved in nurturing relationships with grads, donors and Friends of the Centre.

- Engage the CCS community in idea development for strategic and organizational planning.
- Ensure development and implementation of an effective student recruitment strategy.
- Provide a public face for CCS in the community.

3. Financial Matters 15%

- Ensure smooth functioning of financial administration, including troubleshooting, oversight of budget and cash flow, monthly reports to Central Council, annual audit and tax receipts.
- Oversee office administrator and their liaison with the external accountant.
- Work with finance chair/treasurer and Finance Committee to recommend financial priorities and goals to Central Council.
- Interpret the work of CCS and concerns regarding financing to Finance Committee.
- Assist in the preparation of the budget.
- Assist in developing financial policies.
- Be a signing officer for the organization and review expenditures and bank statements.
- Work with Bursary Working Group, office administrator and registrar to ensure bursary disbursements to students and upkeep of the records related to bursaries.
- Sign and personalize donation receipts as requested.
- Ensure the granting of scholarship and trust funds.

4. Denominational and Academic Representation 10%

- Represent CCS at denominational meetings and in the network of theological schools and programs.
- Participate in discussions and negotiations with other theological schools on joint programming, course recognition or certification and collaboration.
- Ensure representation of CCS and its programs to other academic institutions.
- Interpret and promote CCS and its programs at all levels of the churches and related constituencies.
- Participate in academic, denominational, regional, and international diaconal networks as possible.

5. Support of Central Council and Committees 10%

- Attend and participate in Central Council and Executive Committee as a staff resource.
- Support the Co-chairs in developing the agenda for Central Council meetings
- Serve as a member of the Finance Committee, the Human Resources Committee, and the Planning and Governance Committee.

- Serve as a resource to other committees, working groups and task groups as required.
- Ensure that all meetings are staffed, adequately supported by volunteers, in partnership with the Volunteer Recruitment and Support Working Group, and that written documentation is processed and filed.

6. Human Resources 10%

- Be primarily responsible for accountability and supervision of staff, through periodic structured conversations, as well as annual work reviews.
- Make recommendations to the Human Resources Committee of changes in staff structure or job descriptions as required.
- Make provisions for work coverage in the case of termination or long term absence of staff.
- Oversee the payment of staff and their benefits and provide information and changes to the payroll carrier.
- Inform the United or Anglican Church pension department of changes in staff status.
- Collaborate with the HR Committee and Central Council in search and hiring procedures for permanent staff and employment agreements.
- Assist in orientation of new staff members to their jobs.
- Bring any personnel situation that needs special attention or intervention to the HR Committee. (Any recommendation of termination would have to be sent by Human Resources Committee to the Central Council.)

7. Community Life 5%

- Take particular responsibility for modelling healthy community life.
- Be attentive to the morale and needs of staff and students.
- Participate in regular staff meetings and staff development days.
- Share in common staff responsibilities.
- Share in providing leadership for worship.
- Ensure good communication links with the staff, volunteers, and Friends of the Centre.
- Participate in meetings of administrative and program staff as necessary.
- Respond to issues and pastoral concerns as they arise.
- Take responsibility when necessary, with other staff, for initiating the CCS process for dealing with conflict.

8. Office Administration 5%

- Respond to emails, correspondence, and inquiries as needed.
- Ensure historic and current files are in order and that any archive material is appropriately stored and occasionally sent to the archives.

- Ensure minutes of Central Council are in order.
- Ensure necessary government and church forms are completed and sent to the appropriate body.